

**MARINETTE COUNTY SHELTER CARE/GROUP HOME ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING**

**Thursday, April 26, 2012**

**Anthony House**

**900 Wells Street**

**Marinette, WI 54143**

**1. Call meeting to order:**

President, Dennis Dieck called meeting to order at 12:00pm

**2. Approve/amend agenda items:**

**MOTION** (Seefeldt/Dieck) to approve the agenda. Motion carried, No Negative Vote

**3. Approve last minutes from February 23, 2012 meeting:**

**MOTION** (Seefeldt/Dieck) to approve the minutes for February 23, 2012. Motion carried, No Negative Vote

**4. Public Comment** none

**5. Rick Thill new board member: discussion/action** Bev Noffke retracted previous motion to approve Rick Thill as a new board member. Bev Noffke made a new motion to approve Rick Thill as a new board member. James Hanson seconded it. Motion carried, No Negative Vote

**6. Current email and phone numbers for all board members: Action** All members wrote down their most current email and phone numbers. This will be included in the minutes.

**7. Approve financial/insurance report/fund balance**

**MOTION** (Noffke/Erdman) to approve financial report. Motion carried. No negative vote

**8. Manager reports: discussion/action**

• **Anthony House: Presented by Joe Reines**

- *Utilization for February 72% and March was 99%.*
- *Nursing students have been a great experience. They have learned a lot and the residents seem to enjoy having them here. One has requested to do his transitions (96 hours between the Homes) next fall.*
- *2 residents left: One Feb 23<sup>rd</sup> due to violent episode resulting in \$400 damage to the house and therapy for a staff member \$500. County was great help in coming to our aid the day after and providing debriefing to residents and staff. We were paid the full rate for this resident through March until it was decided that he would not be coming back to this facility at this time. Another resident left on the 15<sup>th</sup> of March, which made us \$1392.45 short on revenue for March. Starting April 1<sup>st</sup>, a crisis resident became a permanent resident so now we have one bed open.*
- *The moisture problem in the resident bathrooms has been resolved. The maintenance man connected the exhaust fan and lights together so the fan always runs when there is a resident in the bathroom.*
- *Sold van for \$1500 to an employee*
- *Credit card had fraud so had to cancel and get new CC's.*

- *Staff have requested that shifts be changed from 7a-3p, 3p-11p, and 11p-7a to 6a-2p, 2p-10p and 10p-6a. This will give the afternoon shift more time to prep for dinner. We will try it for a month and re-evaluate it at that time.*
- *Joe has been diligently working on cleaning up and re-organizing the computer files, grocery process, timesheets and chore lists. The forms have been redesigned so they are utilizing both sides of paper, in order to conserve on paper and save a tree.*

- **Crossroads:** Presented by Pam

- *Utilization for February 86% and 87% for March.*
- *Crossroads state visit. Linda Schiellack, the state licenser, clarified that Pam Losinski can sign the admit, discharge and consent paperwork for the residents and the county case managers who write the treatment plan can sign it as well.*
- *The fans in the bathrooms were replaced.*
- *A resident was admitted who had MRSA/Impetigo. She was released the next day, per Pam and the county youth supervisor. She will not be able to return until the infection is completely healed.*
- *State Visit: They reviewed the staff files, and we were cited on not having enough information on references (addresses missing), 1 incomplete MI background check (Ntl was done, but not MI only) and hiring prior to Background Information Disclosure (It was done on the employees first day of hire).*
- *Food budget over, due to large amount of boys with large appetites. Looking into more filling diet choices.*
- *Two part time employees have resigned and will be interviewing to fill these.*

**9. Permanent vs Crisis Bed utilization: discussion/action** Robin Elsner would like us to try to have 5 crisis beds instead of the 4. The county will pay us half for this bed and then when it is used, they will pay the daily rate for the days used. Worst case scenario....we would be short \$863.25 each month if we don't use that bed at all.

**MOTION** (Dieck/Erdman) to approve trying this for 6 months and re-evaluating it at that time. Motion carried, No negative vote.

**10. Growth Plan for Anthony House: discussion/action:** 1522 and 1524 Newberry is owned by Larry Hakanen at W1046 Cty Rd BB, Marinette, WI. He uses this as a rental property. He purchased this property for \$45,000. Phone: 715-735-7588. He owns 5 rental properties and wants to own 10 by the time he retires. He likes the renters in the house now and would feel bad kicking them out. He would like to purchase another home to put them in if needed. The house is currently divided into 2 units with each unit having 2 bedrooms upstairs and a kitchen, bathroom and living room downstairs. It used to be a single family home. We could house 4 permanent residents there, but they would have to be ambulatory. Then at Anthony House, we could do the following: 1) Put four permanent residents in the east wing. 2) Put five crisis resident in the room off the dining room and the west hall. Expand the office using the room next to the office to house the staff and Manager. What this gets us: 1) 1 more person could be housed between the two homes, increasing us to 13 beds (8 permanent and 5 crisis). 2) New house would need to be staffed by one and can utilize AH staff for crisis etc. 3) Expand the office which is much needed. 4) 3 car garage 5) Purchased home doesn't have to be sprinklers, saving us \$7,000.

**MOTION** (Seefeldt/Noffke) to have Pam Losinski further pursue this option and bring back to the board at the next meeting. Motion carried. No negative vote.

- 11. Policy Review for employee smoking and tornado warnings/drills: discussion/action:** Policies were reviewed.

**MOTION** (Noffke/Dieck) to approve the smoking and tornado warning/drills policies. Motion carried. No negative vote.

- 12. Bi Laws revamping: discussion/action** Bi-laws were reviewed and more changes were made. Pam will add changes and resend to the board members.

**MOTION:** (Seefeldt/Noffke) Motioned to postpone approval of Bi-Laws until the next meeting after discussed corrections are reviewed by all board members. Motion carried. No negative vote.

- 13. Board members insurance coverage: discussion/action** Frank O’Roark, our insurance agent from Marinette Insurance Center, states that the association carries \$1,000,000 coverage for board members and \$1,000 for employment practices. Personal umbrellas normally cover this as well.

**MOTION** (Dieck/Seefeldt) motioned for Pam Losinski to contact the insurance company and get this in written format. Motion carried. No negative vote.

- 14. Anniversary Party for Anthony House: discussion/action** The board was asked what time would work better for them to attend the Anniversary Party, Noon or 4:30 to 6:30? The staff have requested that the board to attend this. It was discussed that noon would work best for most board members.

- 15. Schedule next meeting date: June 28<sup>th</sup> at 12:00 noon**

- 16. Adjournment:** (Erdman/Dieck) at 12:57pm. Motion carried. No negative vote.

**Note:** Agenda items may not be considered & acted upon in the order listed.

<b>Board of Directors:</b>	Dennis Dieck, President (present) Doug Erdman, Vice President (present) Brent Nerat, Secretary (absent and excused) Paul Aftanas, Treasurer (present) James Hansen (present) Bev Noffke (present)
<b>County Board Rep:</b>	Connie Seefeldt (present)
<b>Advisory Board:</b>	Kent Hoffmann (absent)
<b>Student Rep:</b>	Vacant
<b>Anthony House Manager:</b>	Joe Reines (present)
<b>Crossroads Manager:</b>	Bonnie Latimer (absent)
<b>Group Home Administrator:</b>	Pam Losinski (present)
<b>Finance:</b>	Kristi Yates (present)

If you are an individual with a disability and need special accommodations while attending this meeting required by the Americans with Disabilities Act, please contact County Clerk Kathy Brandt at the Marinette County Courthouse, (715)732-7406 at least 24 hours prior to the meeting in order to make suitable arrangements.